# Academic Program Description Form

**University name: UniversityTikrit**

**College/Institute: CollegeManagement and Economics**

**Scientific Department: DepartmentBusiness Administration.**

**Name of academic or professional program: Bachelorbusiness management**

**Final Certificate Name: Bachelor's inBusiness Administration.**

**Academic system:My semester (courses)**

**Description preparation date:2023-2024**

**Date of filling the file:1/9/2023**

التوقيع:       التوقيع:

اسم المعاون العلمي: ا.م.د. أشرف هاشم فارس     اسم رئيس القسم: ا.م.د. عامر علي حمد

التاريخ: 1 / 9 / 2023     التاريخ: 1 / 9 /2023

دقق الملف من قبل

شعبة ضمان الجودة والأداء الجامعي

اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان

التوقيع

المُدَرِّس المُسَاعِد
أسَامَة مُوسَى فَرحان
مدير شعبة ضمان الجودة وتقييم الاداء

التاريخ: 1 / 9 /2023

مصادقة السيد العميد

## 1. Program Vision

Establishing an educational system characterized by quality and creativity in education and academic programs that keep pace with scientific and technical developments and advancements in the field of specialization, ensuring diversity and providing qualitative programs to provide distinguished job opportunities in the local labor market, achieving excellence in scientific research, and contributing to serving the community.

## 2. Program message

Providing university graduates who are qualified in knowledge and technology and who employ their capabilities in the art of management to support the various institutions of society and develop and enhance their institutional performance by providing students with a solid foundation of in-depth academic levels to achieve their goals and aspirations towards a successful professional life in a way that ensures compliance with the international standards of the specialization, in addition to achieving excellence in scientific research and contributing to serving the community.

## 3. Program objectives

- Graduating students in the field of business administration after qualifying them professionally and providing them with all scientific and practical skills in a manner that suits the current and future needs of the labor market.
- Caring for academically outstanding students and preparing them to complete their studies in their field of specialization.
- Developing the student's scientific, intellectual and social personality.
- Contributing to serving the local community by providing scientific and practical advice and applied research necessary to serve all economic sectors in the community.
- Supporting and activating links with the public and private sectors to participate in building and developing the department's curricula so that they are compatible with the requirements of the labor market.
- Preparing specialized research and studies with a focus on applied research that provides solutions to societal problems.

## 4. Program accreditation

Is the program accredited? And by which authority? No

## 5. Other external influences

Is there a sponsor for the program? A government program of the Ministry of Higher

| | | | | 6. Program Structure |
|---|---|---|---|---|
| **comments** | **percentage** | **Study unit** | **Number of courses** | **Program Structure** |
| | | | | Institutional Requirements |
| | | | | College Requirements |
| | | | | Department Requirements |
| | | | | Summer training |
| | | | | Other |

**\***Notes may include whether the course is basic or optional.

| | | | | 7. Program Description |
|---|---|---|---|---|
| **Credit hours** | | **Course name** | **Course code** | **Year/Level** |
| **practical** | **theoretical** | **business management** | | |
| 4 | 35 | The first stage | | First |
| 4 | 35 | Phase 2 | | Second |
| 6 | 35 | Stage 3 | | Third |
| 2 | 31 | Stage Four | | Fourth |

| 8. Expected learning outcomes of the program |
|---|

| | Knowledge |
|---|---|
| Learning Outcome Statement 1: Enabling the student to perform his practical tasks in a professional manner. | Learning Outcomes 1: The graduate will be able to organize knowledge and information and retain it in his memory in preparation for its functional use in the future. |
| | **Skills** |
| Learning Outcome Statement 2:Enabling the graduate to perform his workEfficiently andeffectiveness. | Learning Outcomes 2: To be able to analyze results and re-employ them to solve problems and to have the mentality of an analyst according to scientific data based on the method of thinking and scientific research. |
| Learning Outcome Statement 3: Rely on regional analysis of phenomena in the field of business administration. | Learning Outcome 2: To be able to judge phenomena away from impressions and subjective judgments. |
| | **Values** |
| Learning Outcome Statement 4:Inculcating values in students and considering them as the basis for future work | Learning Outcome 4: Provide the student withWith the core values that guidecurrency fromWhere organizational citizenship, teamwork, interactive decisions, academic excellence and equal opportunities prevail. |
| Learning Outcome Statement 5: Building Administrative Staff that Serves the Community | Learning Outcomes 5:Improving community relations and faithWith ethicsProfessionalism and high quality work performance. |

## 9. Teaching and learning strategies

- Use the board
- Home solutions
- Try to investigate some tasks and problems to find out their causes.
- Blended learning

## 10. Evaluation methods

- Exams
- Follow up on homework
- Direct interaction with students
- brainstorming

## 11. Faculty

### Faculty members

| Faculty preparation | Requirements/ Skills (if any) | Specialization | Academic Rank |
|---|---|---|---|
| | | | |

| lecturer | angel | | private | general | |
|---|---|---|---|---|---|
| | angel | | **Knowledge management** | **business management** | **Asst. Prof. Dr. Ahmed Jadaan Hammad Musa Al-Jabouri** |
| | angel | | **Management Information Systems** | **business management** | **Mr. Ahmed Hamdan Mahdi Saleh Al-Jubouri** |
| | angel | | **Human Resources Management** | **business management** | **A.M. Ahmed Khalaf Hamdan Saho Al-Janabi** |
| | angel | | **Organizational theory** | **business management** | **Prof. Dr. Ahmed Ali Hussein Attia Al-Mawla** |
| | angel | | **Information systems** | **business management** | **Mr. Osama Musa Farhan Mahmoud Al-Douri** |
| | angel | | **Production management** | **business management** | **Dr. Tahseen Fadhel Mohammed Jassim Al-Ahbabi** |
| | angel | | **Production management** | **business management** | **Dr. Thamer Akab Hawas Thamer Al-Saray** |
| | angel | | **Strategic Management-Knowledge** | **business management** | **Asst. Prof. Dr. Hatem Ali Abdullah Hussein Al-Hamdani** |
| | angel | | **Organizational theory** | **business management** | **Dr. Riyadh Shahada Hussein Shahada Al-Jabouri** |
| | angel | | **Marketing Management** | **business management** | **A.M. Zahid Mohammed Saleh Subhi Al-Azzawi** |
| | angel | | **Information systems** | **business management** | **M. Sherine Ismail Khalil Mohammed Al-Hadidi** |
| | angel | | **Information systems** | **business management** | **A.M. Sohaib Abdulrahman Taama Al-Douri** |
| | angel | | **Human Resources Management** | **business management** | **Asst. Prof. Dr. Amer Ali Hamad Shuwaish Al-Nasiri** |
| | angel | | **Marketing Management - Knowledge** | **business management** | **Assistant Professor Abdullah Mahmoud Abdullah Dawood Al-Daraji** |
| | angel | | **Organizational theory** | **business management** | **Dr. Ali Ihsan Abdul Karim Mohammed Al-Kumait** |
| | angel | | **Strategic management** | **business management** | **Assistant Professor Ammar Awad Mohammed Mukhlef Al-Hamdani** |

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| | | | | |
|---|---|---|---|---|
| | **angel** | | **Organizational theory** | **business management** | **Mr. Omar Wasfi Mukhlef Mohammed Al-Ajili** |
| | **angel** | | **Human Resources Management** | **business management** | **Dr. Firas Hassan Rashid Salman Al-Jabouri** |
| | **angel** | | **Organizational theory** | **business management** | **Asst. Prof. Dr. Firas Hussein Alwan Al-Tayef Al-Jabouri** |
| | **angel** | | **Production management** | **business management** | **Prof. Dr. Qasim Ahmed Hanzel Mohammed Al-Azzawi** |
| | **angel** | | **Strategic management** | **business management** | **A.M. Kifah Abbas Muhaimid Hajim Al-Janabi** |
| | **angel** | | **Information systems** | **Information systems** | **Mr. Mohammed Salem Abdul Jamili** |
| | **angel** | | **Human Resources Management** | **business management** | **Asst. Prof. Dr. Mohammed Ali Abdullah Hussein Al-Jumaili** |
| | **angel** | | **Marketing Management** | **business management** | **Mr. Mohammed Mahmoud Abdullah Mahjoub Al-Jubouri** |
| | **angel** | | **Marketing Management** | **business management** | **A.M. Marwan Rashid Hamoud Naseef Al-Abidi** |
| | **angel** | | **Organizational theory** | **business management** | **Mr. Mahdi Khalaf Ali Ahmed Al-Jumaili** |
| | **angel** | | **Strategic management** | **business management** | **M. Mahran Mahmoud Khattab Hamad** |
| | **angel** | | **Production management** | **business management** | **Prof. Dr. Naji Abdel Sattar Mahmoud Ahmed** |
| | **angel** | | **Marketing Management** | **business management** | **Mr. Nawaf Rasool Ismail Al-Maamari** |
| | **angel** | | **Organizational theory** | **business management** | **Dr. Wissam Hashim Kamel Kurdi Al-Janabi** |

| |
|---|
| **Professional development** |
| **Orientation of new faculty members** |

1. We must be aware of how to harmonize between the department's vision and the college's vision, which is derived from the university's vision and even the ministry's, which enables the department to make decisive decisions in building and

achieving the set goals.

2. The goals set are realistic and achievable, and each individual in this program should objectively achieve these goals.

| **Professional development for faculty members** |
|---|
| Continuous development courses.  •<br>Academic rotation according to stages and programs.  • |
| **12. Acceptance Criteria** |
| (central, parallel, evening) |
| **13. The most important sources of information about the program** |
| Books approved by the Sectoral Committee for Administration and Economics  1.<br>Supporting books and articles with an update rate of 20%  2. |
| **14. Program Development Plan** |

1. Preparing teaching staff according to the principle of job rotation to support the department with various specializations to meet the department's needs and achieve employers' requirements.

2. Conducting solid scientific research that is useful to all stakeholders to serve the labor market from an administrative perspective.

3. Trying to focus on preparing young leaders in the field of specialization to support Iraqi organizations with them to serve our beloved Iraq.

4. Introducing specialized knowledge in the teaching staff from the young category for the continued development of the teaching staff.

5. Focus on providing business administration graduates with skills, knowledge and expertise in the field of specialization, to contribute to building governmental institutions and public and private institutions alike.

6. Keeping pace with developments in the environment, especially digital transformations, and providing graduates with the skills necessary to deal with the requirements of the present and future eras.

7. Establishing the concept of citizenship among all stakeholders in the department by dealing with them transparently.

| **Program Skills Chart** | | | | | | |
|---|---|---|---|---|---|---|
| **Required learning outcomes of the program** | | | | | | |
| Values | Skills | Knowledge | Essential or optional? | Course name | Course code | Year/Level |
| | | | | | | |

| A4 | A3 | A2 | A1 | B4 | B3 | B2 | B1 | A4 | A3 | A2 | A1 | | Stage | | the first |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | essential | First | | |
| | | | | | | | | | | | | | Stage | | the second |
| √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | essential | Second | | |
| | | | | | | | | | | | | | Stage | | the third |
| √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | essential | Third | | |
| | | | | | | | | | | | | | Stage | | Fourth |
| √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | essential | Fourth | | |

*Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed.

## Course Description Form

| | |
|---|---|
| 1. Course name:Headway(Academic Skills | |
| | |
| 2. Course Code: None | |

| | 3. Semester / Year: First / 2023-2024 |
|---|---|
| | |
| | 4. Date of preparation of this description: First course 9/1/2023 |
| | |
| | 5. Available forms of attendance: In-person |
| | |
| | 6. Number of study hours (total) / number of units (total): 2 hours / unit |
| | |
| | 7. Name of the course supervisor (if more than one name is mentioned) |

**the name:Mr. Mahdi Khalaf Ali** Email:Mahdi.k.ali@tu.edu.iq

**8. Course objectives**:Provide the students with four skills: reading, writing, and studying

Skills

| The Objectives of Program | Subject objectives Objectives |
|---|---|
| Provide the people with many academic skills • <br> Types of Skills Reading, writing and study skills • | |

**9. Teaching and learning strategies**

| Describe Academic Skills such as Reading, • <br> writing, and study skills <br><br> Surveying the capabilities of students in the • <br> skills | Strategy <br> The strategy |
|---|---|

**10. Course Structure**

| Evaluation method | Learning method | Name of the unit or topic | Required learning outcomes | Watches | The week |
|---|---|---|---|---|---|
| Exam | theoretical | International students | Chapter 1 | 2 | 1 |
| Exam | theoretical | Going aboard to study | | 2 | 2 |
| Exam | theoretical | Example(application for | | 2 | 3 |

| | | | | | |
|---|---|---|---|---|---|
| | | accommodation) | | | |
| Exam | theoretical | Example 2(writing in formal e mail) | Chapter 2 Where in the word | **2** | **4** |
| Exam | theoretical | Vocabulary development | | 2 | **5** |
| Exam | theoretical | Visa Application | | 2 | **6** |
| | | | | **2** | **7** |
| Exam | theoretical | Reading Skills(skiming and scanning) | Chapter 3 | 2 | **8** |
| Exam | theoretical | Brainstorming ideas | | 2 | **9** |
| Exam | theoretical | Linking ideas | | **2** | **10** |
| Exam | theoretical | A description of my country(three countries) | Chapter 4 | 2 | **11** |
| Exam | theoretical | Exam | | 2 | **12** |
| Exam | theoretical | Reading Skills | | **2** | **13** |
| Exam | theoretical | Predicting conent | | 2 | **14** |
| Exam | theoretical | Meaning from context | | 2 | **15** |

| | |
|---|---|
| **11. Course Evaluation** | |

The final grade for the evaluation is 100 points, and the minimum for success is 50 points, and the grade is distributedEvaluation on the end of the course is 30 points and the end of the course exam is 70 points.As follows:

- First month exam 10 marks
- Second month exam 10 marks
- Daily preparation 5 degrees
- Posts 5 points
- End of course exam 70 points

| **12. Learning and teaching resources** | |
|---|---|
| Headway(Academic Skills | Required textbooks (methodology if any) |
| Books available in the library or on the Internet | Main References (Sources) |

| | |
|---|---|
| All available on the internet | Recommended supporting books and references (scientific journals, reports...) |
| Headway(Academic Skills | Electronic references, websites |

**Mr.thematerial**

**Mr. Mahdi Khalaf Ali**